



City Clerk

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**CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, December 17, 2019**

1. **Call to Order - Roll Call**

Mayor Jeannie Hefty called the Committee of the Whole meeting to order at 6:30 p.m. Roll Call - Present: Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Todd Bauman. Excused: Alderman Tom Preusker.

Student Representatives - Present: Thomas Martin (BHS). Excused: Peter DeSmidt (CCHS).

Staff present: City Attorney John Bjelajac, City Administrator Carina Walters, Assistant City Administrator/Zoning Administrator Megan Watkins, Finance Director Steven DeQuaker, Public Works Director Peter Riggs, Fire Chief Alan Babe, Building Inspector Gregory Guidry, Human Resource Manager Jason Corbin, and City Intern Nicholas Faust.

2. **Citizen Comments**

Joann Koenecke, 541 E. State Street, provided to Council a copy of the State Statutes regarding Open Meetings Law and stated that she had wanted to attend a Police and Fire Commission meeting; however when she arrived, the doors were locked and she was told they were in Closed Session.

3. **Approval of Minutes** - To approve the December 3, 2019 Committee of the Whole Meeting Minutes. Motion: Alderman Grandi. Second: Alderman Bauman. With all in favor, the motion carried.

4. **RESOLUTIONS:**

A. **Resolution 4976(29)** - Approval of an Agreement between Burlington Rescue Squad, Inc. and the City of Burlington to Convey Assets of both Equipment and Property according to the Plan of Dissolution.

Administrator Walters reviewed the proposed dissolution agreement between the Burlington Rescue Squad and the City of Burlington, which is to include Ambulance Unit #933 as well as various other equipment. Walters stated that the City will need to pay for the cost and expense to remove the markings and logos on the ambulance, which amounts to \$7,600 and that the remaining equipment/property will be either placed in the equipment replacement fund and/or the departmental budget for future replacement.

- B. **Resolution 4977(30)** - To consider approving an amendment to the City of Burlington Fee Schedule.

Megan Watkins, Assistant City Administrator / Zoning Administrator, provided an overview of the proposed changes to the fee schedule which mainly involved building inspection and fire department.

Alderman Rauch inquired as to how permit fees are collected when multiple permits are required, such as if they're paid upfront right away or if they're put into an escrow account and drawn from there as the project evolves. Building Inspector Guidry responded that permit fees are collected up front as permits are pulled.

Alderman Rauch also inquired about the resident/non-resident ambulatory fees and asked if the Town of Burlington is considered resident or non-resident, or if the non-resident status occurs during a MABAS call. Chief Babe responded that residents outside the City of Burlington are considered non-resident.

Alderman Schlutz wanted to know the purpose of the landscaping and grading bond. Guidry explained that in the past there have been projects where the final grading hadn't been done correctly and caused drainage issues for neighboring properties. Guidry stated that by requiring this deposit, it allows the City to ensure that the developer/contractor properly completes the grading. Schultz then asked if the fee is per development or per structure being built. Guidry explained that commercial, multi-family, industrial and manufactory projects require a bond in the amount of \$5000 and that individual homes being built require a \$2000 bond.

5. **ORDINANCES:**

- A. **Ordinance 2054(20)** - To approve Repealing and Recreating the Provisions of Chapter 67-10 of the Municipal Code for the City of Burlington regarding Destruction of Records and to Adopt and Replace with the State of Wisconsin Municipal Records Schedule (WMRS).

City Clerk, Diahn Halbach, explained that in August 2018 the Wisconsin Public Records Board created a general records schedule that can be adopted by municipalities, which provides a much easier and organized schedule of the retention and destruction schedule for municipal records. Prior to this new schedule, municipalities used a records manual that was created in 1980, which was often referred to as the "little orange book". Halbach stated that by adopting the new WMRS schedule, municipalities have the ability to opt into a pre-approved retention schedule rather than having to draft their own schedule and submit to the Public Records Board for approval. Halbach further stated that the last update to the City of Burlington's record schedule policy was December 19, 2000 and is not organized in an efficient, easy to read format.

Alderman Schultz asked if there is a procedure in place to easily identify when records need to be destroyed. Walters responded that this process all began because staff was asking questions about retention of city records. Walters stated that adopting this ordinance is the first step in the process and that staff still needs to be educated on what records can and can't be destroyed and that the city clerk will continue to work with staff in familiarizing them with the process. Alderman Schultz then asked if paper records can be digitized, and moving forward, if the city has plans to use less paper and begin using more electronic formatting for easier categorizing and scheduling of destruction. Halbach responded that digitizing permanent records can be done. Walters responded that paper retention is an issue capacity wise and the city is always looking for ways to minimize using paper.

6. **MOTIONS:**

- A. **Motion 19-950** - To approve a Pediatric Jump Kit donated by the Wisconsin EMS Association (WEMSA) Foundation and Kids Health Vista Foundation.

Chief Babe explained that Amanda Bates, part-time fire fighter/emt for the fire department, entered into a program to receive a Pediatric Jump Kit on behalf of the Wisconsin EMS Association (WEMSA) and would be receiving \$735 worth of donated equipment including a pediatric backboard, pediatric jump bag with supplies, and a child transport restraint system.

7. **ADJOURNMENT**

Motion: Alderman Heft. Second: Alderman Grandi. With all in favor, the motion carried and the meeting adjourned at 6:55 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington